

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

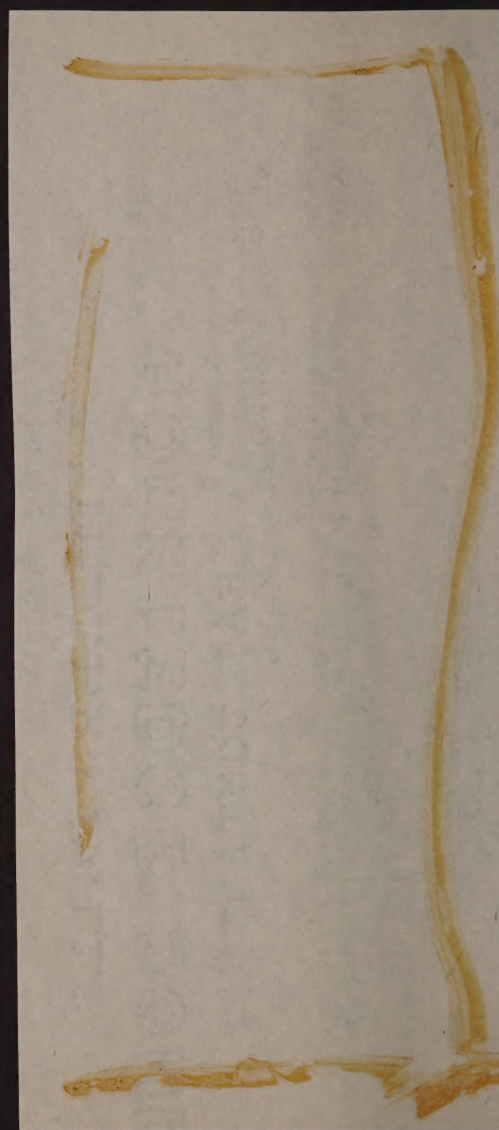
Attention of Students Entering the School in September, 1936 and February, 1937.

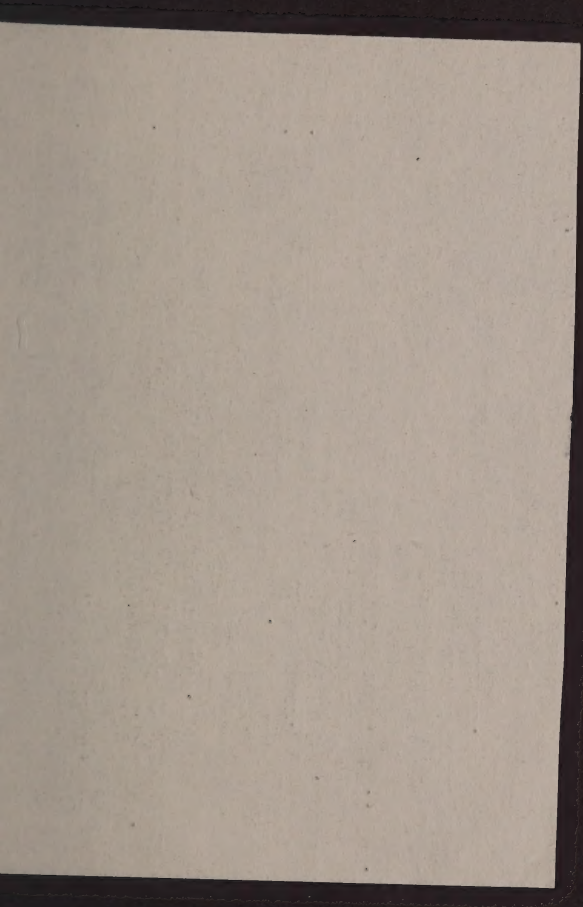
The Board of Nurses Examiners has required that all students entering Schools of Nursing in Massachusetts in September, 1936 and thereafter, present to the schools copies of their birth certificates.

We are therefore requesting that the students in these two classes secure certified copies of their birth certificates and bring them to the Training School Office to be filed with their records on or before July 10th.

EW/A
6/22/37.

Sally Johnson, R. N.
Principal.





Will users please

1. Push paper towels down into the containers so that there will be fewer falling out onto the floor, and
 2. Pick up those towels which have fallen to the floor.
- Note: A good technique is to use the towel with which you have just wiped your own hands.

Will you also please

1. Remove your own belongings promptly.
2. Do your share of keeping the place in order: coat hangers off the floor, toilet light out, books evenly placed on the shelves, and room light out when you are the last person in the room, etc., etc.

To improve the appearance of the dining room, will users please retrieve their own paper napkins and occasionally pick up some of the others that get to the floor.

December 17, 1943

S. Johnson

NOTICES

Posted July, 1937

We have found that from time to time it is helpful to post a number of reminders. This practice has served to stop certain errors, and as warning to other students who might fall into similar errors.

1. When the doctor's order book is consulted for orders that relate to insulin, be sure that you determine whether or not you have the latest order. If you will form the habit of looking at the end of the orders and read backwards, you will be more apt to see a new order.
2. Make sure that a 4/8-hour order for a narcotic is still good. Nurses have used this order at 9 o'clock in the morning when it really "ran out" at 7 a.m.
3. Cold water run into a measuring glass and then poured out will make the glass or mug slippery and will aid the pouring of oils.
4. Of late, we have found ourselves in one or two very embarrassing situations because patients' heads were not thoroughly checked. In some wards there has grown up the opinion that heads are to be routinely fine combed whenever a bath is given. This is not the regulation and obviously such a regulation would be very difficult to carry out. The regulation on the ward reads, "The head should be inspected for pediculosis upon patients' admission and weekly thereafter."
 - a. Use a fine tooth comb, and a bowl containing carbollic acid 1-40.
 - b. Comb hair carefully, watching for pediculi and nits.
 - c. Chart in designated place on bath sheet."

There has been too much routine checking of heads--checking has been on the bath sheet and not of the patients' heads. Will you please take yourselves in hand regarding this nursing procedure.

5. Nurses have been too casual about the number of belongings which they have allowed the patients to keep, asking the patient to "assume the responsibility." The new clothes lists require the nurse in charge of the ward to explain to every patient what is meant by the phrase, "I assume the responsibility for keeping the following articles." The person in charge of the ward is to explain all the hazards. There will be occasions when the person in charge will be a student nurse and I am asking her to be sure that she thoroughly explains the situation.
6. Students who are on call for the operating room or as "Floats" have been going to Minnie's and leaving 5¢ at the desk in order that they may be called if needed. This may, and has, caused delay. When the students are on call, they are to be in the residences.
7. Errors in medicines have been the result of students' failure to look back at the original order. Recently, a bedtime order of chlorel hydrate grains 20 was ordered. The first evening nurse gave 30 grains and recorded it as 30. Subsequent evening nurses referred to this re-writing and not to the original order. The result was four wrong doses by four different nurses.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

IMPORTANT NOTICES

*Will you please
make a copy
of this*

- 1) It has come to my attention that from time to time student nurses are "estimating" the dose of the various oils. When spoken to, the reply usually is, "I know others do it" or "It always has been done" or "I didn't think they were very important." This practice is to be stopped at once. This kind of "measuring" falls into the category of "a mistaken ⁱⁿ medicine"
- 2) If at any time any person is suspicious that the content of a bottle is not the thing which is named on the label, that suspicion is to be reported to the nurse in charge at once and she is, without delay, to report it to the Training School Office.

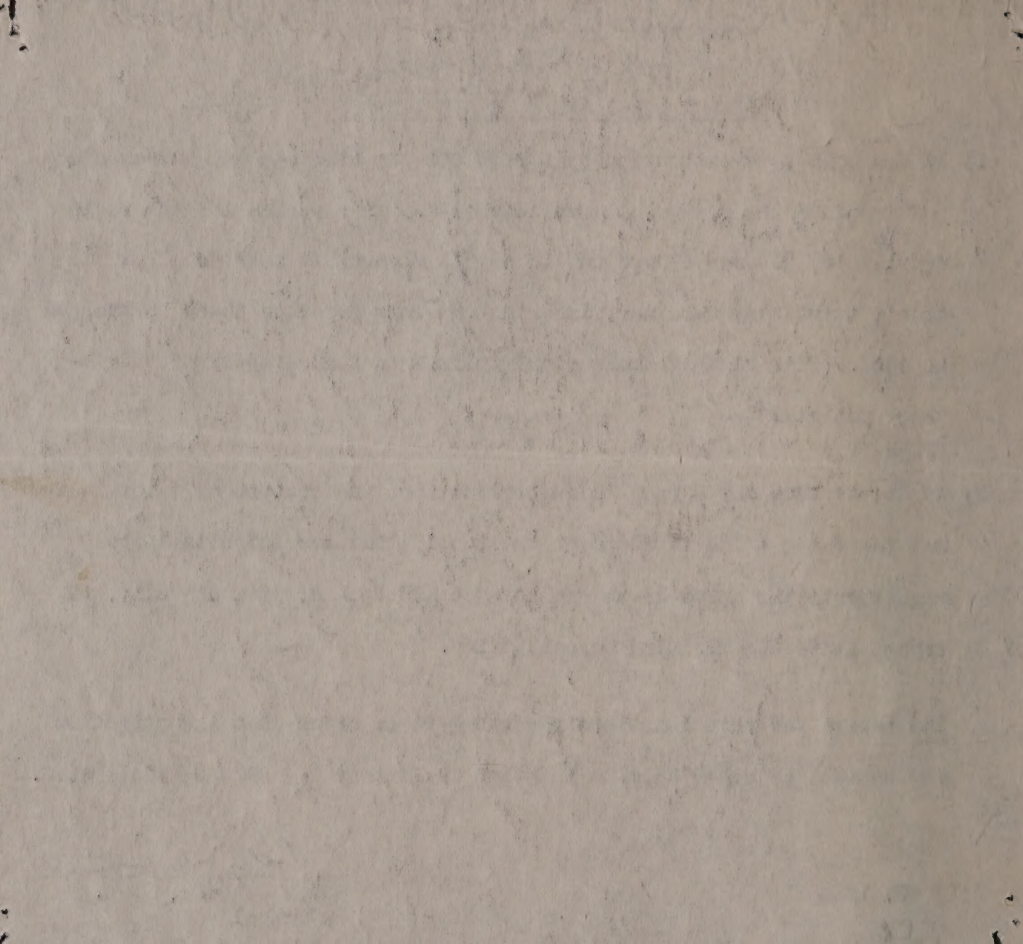
The reason for this immediate reporting is in order that investigation may be made of other bottles in other wards that may also be mislabeled.

July 23, 1936

TSB.

(3ave)

Sally Johnson
Sally Johnson, R. N.
Principal



Copy - Miss Blay
NOTICE

RELATIVE TO THE TAKING OF STATE BOARD EXAMINATIONS

A communication from the State Board of Nurse Examiners is to the effect that no longer can the credentials of applicants for the taking of these examinations be checked in the period of two weeks preceding the day of examination. They, therefore, request that they be submitted considerably earlier, which, interpreted, I assume means 3½ or 4 weeks previous to the day of examinations. We shall endeavor to have the papers prepared in the Training School Office ready earlier than formerly.

Will those who are taking these examinations have their passport pictures ready at least a month before graduation. They should be presented to Miss Anderson for filing with other credentials.

J:G
December 15, 1937

Sally Johnson R.N.

NOTICE RELATIVE TO A FIRE RESULTING FROM SMOKING IN THE NURSES' RESIDENCE

A few days ago a fire in one of the rooms of the Walcott House was discovered. A student saw a spark fly out from the room, and two members of our Nursing Staff smelled smoke. Fortunately, both groups investigated at once. Two student nurses went into the room to find a cushion on a chair burning, and the top of the chair badly scorched. The students had the presence of mind to put down the window, take a metal wastebasket and partly fill it with water, and plunge the cushion into it.

One immediately asks how this might have been prevented. In the first place, no student should have left an ash tray on a chair cushion. In the second place, although she thought she had rubbed out the cigarette, she had not followed my request; namely, that the cigarette stubs be placed in the small grooves of the ash tray.

This incident gives conclusive proof of the reasons why smoking in the rooms of the Thayer cannot be allowed.

Sally Johnson
Sally Johnson, R.N.
Principal.

June 7, 1934.

Massachusetts General Hospital
Boston

NATHANIEL W. FAXON, M.D.

DIRECTOR

TRAINING SCHOOL FOR NURSES

SALLY JOHNSON, R. N. PRINCIPAL

SMOKING - WARD E-7

Patients on E-7 may have permission to smoke in the "Recreation Room" on the ward for one hour after each meal.

There is to be no smoking in individual rooms or lavatories.

8/5/40

N. W. Faxon, M. D.
Director.

COMMUNITY BOAT CLUB

3 Joy Street

Boston

August 23, 1937

SAILING MASTER
Arthur Robinson, Jr.

BUILDING INSTRUCTOR
Alec C. Sokoloski

Dr. Nathaniel W. Faxon
Massachusetts General Hospital
Boston, Massachusetts

Dear Dr. Faxon:

Thank you for your letter regarding the noisy motor boat races on the Charles River.

Might I call to your attention that there is a fleet of small sail boats at the boat house at the right hand end of the Charlesbank Playground which might be of interest or use to the personnel of the Hospital. You have probably seen these sail boats cutting up the water of the Lower Basin with their many zigzag courses. While in largest part built by boys and for boys, there are several of these available for outsiders.

We should be glad to have nurses or other attaches of the Hospital make use of these boats according to terms which we have for outsiders. We charge 25¢ for the use of a boat for as long as anyone wants to stay out - but not at night.

There is an additional charge of 25¢ for instruction the first two or three times on the water. There is also a swimming test or the necessity of showing the credentials of a good swimmer.

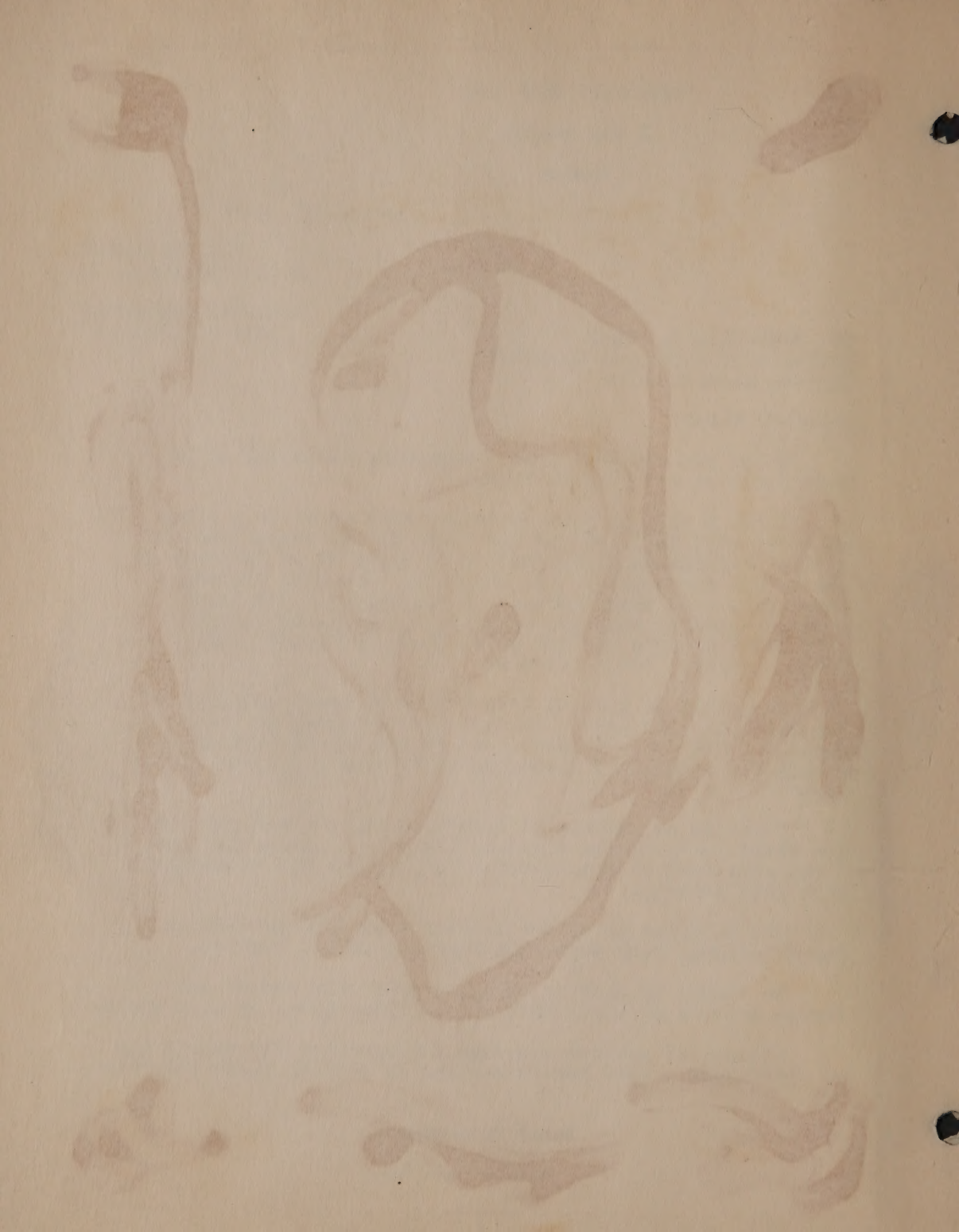
Mr. Robinson is at the landing from 2:00 to 7:00 in the afternoon, week days, and Sundays, except Tuesday.

We should be glad to have you post this notice and invite members of your staff to use these boats on this basis.

Groups, of course, can make arrangements for chartering or purchasing a boat for themselves by pooling their resources, etc.

Yours sincerely,

Joseph Lee, Jr.



NOTICE

Beginning Tuesday morning, July 27, will the users of the dining room endeavor to use the cloth napkins, using the paper ones only when no cloth ones are available. Because of certain adjustments, it now seems as though we should be able to keep up the supply of the other napkins. If you find that your name is not on the napkin box or if there is any other kind of difficulty, will you notify the secretary in the Training School Office. If you do need to use a paper napkin, will you retrieve it if it falls on the floor, wad it up, and put it into your tumbler or cup. This is an effort to keep these paper napkins off the floor and from flying hither and yon.

Sally Johnson

J:G

7/23/37

MASSACHUSETTS GENERAL HOSPITAL TRAINING SCHOOL FOR NURSES

SUPPLEMENTARY NOTICE RELATIVE TO THE USE OF THE NAPKIN BOX

Evidently the present plan is bringing improved results but there is one factor which still needs attention. The Serving Room is able to replace all napkins twice a week. If in the interim your napkin is especially soiled, will you ask Miss Cook if it is possible for her to give you a clean one in exchange. If she can give you a clean one, take it and put it in your box. Do not discard the dirty one by placing it on your tray. Certain students may do this too frequently with the result that certain students are getting three or four napkins a week while others are getting only the regular two.

You may reach Miss Cook by telling one of the girls at the slide that you would like to see her.

I do know that if the napkins are badly stained that they appear very much soiled while actually they may be only slightly soiled. The true state of the napkin should be determined before asking for an extra exchange.

Sally Johnson

Sally Johnson, R. N.
Principal.

SJ/EA
Nov. 9, 1937./

NOTICES

Posted July, 1937

We have found that from time to time it is helpful to post a number of reminders. This practice has served to stop certain errors, and as warning to other students who might fall into similar errors.

1. When the doctor's order book is consulted for orders that relate to insulin, be sure that you determine whether or not you have the latest order. If you will form the habit of looking at the end of the orders and read backwards, you will be more apt to see a new order.
2. Make sure that a 72-hour order for a narcotic is still good. Nurses have used this order at 9 o'clock in the morning when it really "ran out" at 7 a.m.
3. Cold water run into a measuring glass and then poured out will make the glass or mug slippery and will aid the pouring of oils.
4. Of late, we have found ourselves in one or two very embarrassing situations because patients' heads were not thoroughly checked. In some wards there has grown up the opinion that heads are to be routinely fine combed whenever a bath is given. This is not the regulation and obviously such a regulation would be very difficult to carry out. The regulation on the ward reads, "The head should be inspected for pediculosis upon patient's admission and weekly thereafter."
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There has been too much routine checking of heads--checking has been on the bath sheet and not of the patients' heads. Will you please take yourselves in hand regarding this nursing procedure.

5. Nurses have been too casual about the number of belongings which they have allowed the patients to keep, asking the patient to "assume the responsibility." The new clothes lists require the nurse in charge of the ward to explain to every patient what is meant by the phrase, "I assume the responsibility for keeping the following articles." The person in charge of the ward is to explain all the hazards. There will be occasions when the person in charge will be a student nurse and I am asking her to be sure that she thoroughly explains the situation.
6. Students who are on call for the operating room or as "Floats" have been going to Minni's and leaving 5¢ at the desk in order that they may be called if needed. This may, and has, caused delay. When the students are on call, they are to be in the residences.
7. Errors in medicines have been the result of students' failure to look back at the original order. Recently, a bedtime order of chloral hydrate grains 20 was ordered. The first evening nurse gave 30 grains and recorded it as 30. Subsequent evening nurses referred to this re-writing and not to the original order. The result was four wrong doses by four different nurses.

Sally Johnson

The first of these is the fact that the
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The second of these is the fact that the
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The third of these is the fact that the
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The fourth of these is the fact that the
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The fifth of these is the fact that the
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The seventh of these is the fact that the
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The twelfth of these is the fact that the
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The thirteenth of these is the fact that the
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NOTICE

ON A TRIAL BASIS BEGINNING SUNDAY A. M., APRIL 3, 1958
TOAST, COFFEE AND JELLY WILL BE SERVED IN THE NURSES' DINING ROOM
OF THE GENERAL HOSPITAL
from
7:40 (END OF HOUR FOR REGULAR BREAKFAST) TO 9:50

The serving of the regular breakfast will stop at 7:40.

Please do not come to the dining room for the "Sunday morning breakfast" after 9:50.

This new service is for graduates and students, in all departments of the hospital, who are off duty for the morning for relief, and for the day. This "Sunday morning breakfast" is available to only those night nurses who attend early church without regular breakfast and who, upon their return, wish to have the "Sunday morning breakfast."

Until the routine is established, will those who go to this breakfast sign on sheet provided, giving:

	N ame	Off Duty	Department	Ward
<u>Ex.</u>	Mary Brown	7-1 A.M.	General Hospital	16

4/1/58.

Sally Johnson, R. N.
Principal.

NOTICE

ON A TRIAL BASIS BEGINNING SUNDAY A. M., APRIL 8, 1978
 TOAST, COFFEE AND JELLY WILL BE SERVED IN THE NURSING DINING ROOM
 OF THE GENERAL HOSPITAL

from
 7:40 (END OF HOUR FOR REGULAR BREAKFAST) TO 8:40

The serving of the regular breakfast will stop at 7:40.

Please do not come to the dining room for the "Sunday morning
 breakfast" after 8:40.

This new service is for physicians and students, in all
 departments of the hospital, who are off duty for the morning
 "Sunday morning breakfast". This "Sunday morning breakfast"
 is available to only those night nurses who attend early church
 without regular breakfast and who, upon their return, wish to
 have the "Sunday morning breakfast".

Until the routine is established, all those who go to this
 breakfast sign on sheet provided, giving:

Name	Off Duty	Department	Ward
Mr. Mary Brown	7-1 A.M.	General Hospital	1B

Edly Johnson, R. N.
 Hospital

4/1/78

RELATIVE TO THE FACT

That all too often many members of our graduate and student group are, while on duty, wearing more rouge, lip-stick, and nail-polish than is fitting.

This practice has increased little by little, until it has reached a degree which has brought strong criticism from three sources, all of which represent individuals, or groups of individuals, of influence and importance in the hospital.

Naturally, these criticisms lead us to feel that, while members of our administrative staff have spoken to many about this, we have not done as much as we should have done to save us from criticism which is just. Our failure has not been due to lack of strong feeling but to the lack of time.

Our first suggestion is that you each determine whether or not you have enough color of your own to present an appearance satisfactory to yourself and to a fair-minded observer. This suggestion relates to nail-polish as well as to other make-up.

Our second suggestion is that if your natural color really seems lacking, you add only enough to present a healthy and satisfactory appearance. Well applied make-up should not be obvious.

By Tuesday, June 18, we are sure that all who need to work out a new technique will have had time to do so. May we have your full co-operation in this matter?

Signed: _____

SUPPLEMENTARY NOTE: While the criticisms which came to us from the above sources did not include references to hair, we know that it is often worn too long and too loose. Let us correct this ourselves before it evokes justified criticism on one more point.

NOTICE RELATIVE TO THE CHANGE IN THE EXPENSE
OF THE AFFILIATION IN PUBLIC HEALTH NURSING.

When the affiliation was four months, the tuition was \$40. - which the Hospital paid. The time has been reduced to two months, but the tuition fee is still \$40. As we hope to send twelve students, instead of eight, the expense to the Hospital will be considerably increased.

A larger number of the Schools of Nursing are requiring the students to pay such fees. We feel that it is unwise to make this change all at one time. We are, therefore, asking the students to pay \$10. toward the tuition fee.

In the past the cost of car fare, for the four months, was approximately \$20. At the same rate, it should be only \$10. for the two months. Therefore, the cost of the course should not be materially increased. This fee will be paid to the Secretary in the Training School Office not later than the day of registration at Simmons College. That date is September 13.

It is necessary for the students to have dark blue uniforms. One reason for this is that, when the uniforms vary from those of the graduates, the patients question and are sometimes inclined to have less confidence if they know the workers are under-graduates. Such uniforms can be purchased at a small cost, but many of the students have revamped the uniforms worn in the preliminary period. In some instances the uniforms have been dipped to make them a darker blue. In another instance a little of the fullness was taken out. If your own uniforms are not suitable, it is possible that some of your friends may provide one or two. Shoes should be either black or brown. Hats should be plain - preferably black or blue. When all is assembled, please make an appointment with Miss Fraser for uniform inspection.

This is to tell students who have requested, or intend to request, this affiliation that they should be prepared to meet these financial expenditures. If any student finds this difficult, will she talk with me, or, if I am not available, with Miss Sleeper.

Sally Johnson, R.N.
Principal

July 28, 1939

RELATIVE TO SENDING REPORTS OF CLASS WORK TO PARENTS

*Revised
Bureau
Folder*

Believing that parents can encourage those students who are finding it very difficult to maintain satisfactory classroom grades, even when making an effort, and

Believing that parents can stimulate those students who do not maintain satisfactory classroom grades because they are not making an effort,

The School is carrying out the policy of sending to the parents a copy of the class records of those students who have failed too large a proportion of final examinations or who have too large a proportion of D grades. This new policy applies to both pre-clinical and clinical students.

Because it is not always possible for us to write a letter of explanation or interpretation, the attached card is a sample of the report which will be most commonly used.

October 26, 1943

Sally Johnson, R. N.
Principal

NOTICE

The laundry will make an extra effort to see if they can do a better job with the ironing of aprons.

Mr. Knight requests that all students unbutton their waist and skirts when they are put into the alundry squares. They get into the washer and the workers try to unbutton them when they are wet. This is very difficult and the buttons have sometimes been torn off. Please try to remember this.

Sally Johnson, R.N.
Principal.

November 12, 1930.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

All sorts of slips of paper are being used for laundry lists instead of the printed forms which are supplied. This is an inconvenience to the laundry and quite unnecessary. A pad of these forms may be obtained by asking the matron in your home. Put the slip in the square under your laundry and tie the bundle securely. This will prevent its loss on the way to the laundry. These slips are of importance both to the laundry and to you. Please co-operate with us.

Sally Johnson
Sally Johnson, R.N.
Principal.

11/29/30.

NOTICE

Will the members of the school be a little more thoughtful at the slide in the dining room.

Yesterday I had luncheon there. There was only one server at the slide. She and the assistant dietitian were trying to take care of the line. In discussing this situation I learned that the other servers were out in the main serving room trying to keep up with making the salad. Several who had gone down the line had taken two salads, and in one or two instances three. If these had been eaten no one would have objected, but you would have been amazed at the amount of salad which came back to be thrown away. The soup and the dessert proved to be much more filling than one would expect.

Any student who wants a second serving of the main part of the meal may always go back and get it. Seconds on dessert will sometimes run out, but I think the serving room will always produce something for a hungry member of our family.

Will you please go back when you wish more, rather than take it at the beginning and then have it thrown away.

It was rather discouraging to those who were making salads yesterday to have to struggle to keep up with the demand and then see much of that which they had made come back on the trays.

Sally Johnson, R.N.
Principal.

Feb. 12, 1930.

NOTICE

Because the main dining room is now caring for student nurses on duty at the Baker, and a group from the Phillips House, it is more difficult than ever to find seating room for the new class. This is particularly true until the seniors begin to graduate.

Beginning Friday night, therefore, will the present students in the school "move up" in the dining room? This means that the seniors should, as far as possible, occupy the third and fourth tables from the clock, and at night the fourth and fifth tables on the West side. By seniors we mean the group finishing this Fall and in February of next year.

I am requesting that the third table from the clock should always be filled first.

The object is, of course, to release the tables in the space near the slide.

Aug. 31, 1932.

Sally Johnson
Sally Johnson, R.N.
Principal.

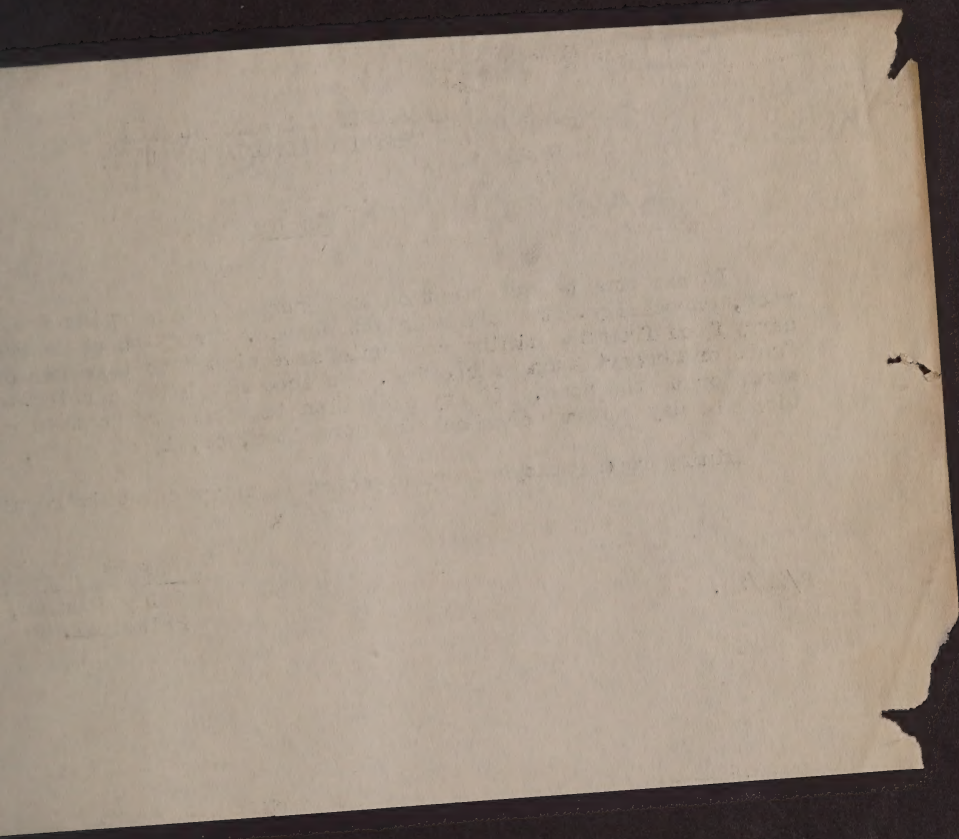
HEAD NURSES -- DINNER SCHEDULE

1932	Lower Ward Head Nurses	Upper Ward Head Nurses
January	2nd Dinner - 6:15	First Dinner - 5:45
February	First Dinner	Second Dinner
March	Second Dinner	First Dinner
April	First Dinner	Second Dinner
May	Second Dinner	First Dinner
June	First Dinner	Second Dinner

Head Nurses, Operating Nurses and Anaesthetists are asked to go to Second Dinner when having the afternoon or last hours off duty.

The above plan is necessary to facilitate service during the heaviest part of the meal hour.

Helen Wood
Helen Wood, R.N.
Acting Principal.



MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE

It has come to my attention that nurses are carrying food from the dining room, especially after the midnight supper. Every nurse is requested never to carry food from the dining room unless she wishes to take her own serving of fruit or dessert such as cookies. No food should be carried to nurses on the wards or to the home. If any exception is necessary to this rule, in the daytime the day supervisor should be consulted, or, if at night, the night supervisor.

Dining room employees are expected to carry out this regulation.

8/22/39.

Sally Johnson
Sally Johnson, R. N.
Principal.

NOTICE RELATIVE TO THE WEARING OF SOCKS

This summer, for many reasons, a hospital policy relative to the wearing of socks, is in the process of being formulated. More nearly to conform with that policy, the following is that of the Nursing Department:

Stockings are to be worn in all hospital buildings proper, including dining-room, class-rooms, laboratories, and libraries.

Socks without stockings may be worn in the residences and when going and coming from the residences for various forms of recreation including a "walk." This privilege does not apply to our dances.

Those who live in the Thayer are asked to come and go to the street, when wearing socks, by way of the basement and stairway near the coat-room and General Store, leaving and returning through the Moseley's upper entrance, when open, and the White Building entrance at other times. After 9 P.M. these nurses are asked to identify themselves, if necessary, with the person at the front desk and go down the stairway opposite the Admitting Office sign. To get mail when socks are being worn, use the circular stairway from the basement to the post-office. The use of these routes will retain the more formal dress in the hospital and provide for the less formal dress in the residences and for recreation. If any part of this paragraph is not clear, I shall be glad to answer any questions and, if necessary, endeavor to write a clearer notice.

Signed: _____

Sally Johnson, R.N.

Superintendent of Nurses

Supplementary Note: Students may wonder why it is necessary to identify themselves at the Front Desk, but the person there would rightly challenge anyone who disappeared into our basements. That person would also rightly challenge anyone who went around toward the Moseley to disappear. In these days it is very necessary that some check is kept upon persons who come into the hospital. Students may also wonder why they should not leave through the lower Moseley entrance. This is not feasible because the man who is in constant attendance there is supposed to know all employees who come and go by that door. It would be impossible for him to identify the changing group of students who live at the Thayer. Unfortunately, undesirable visitors to the hospital are sometimes of the feminine gender.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

An Experimental Plan for Off Duty Time
in
The Diet Kitchen

Because of the expansion of the General Hospital, it has become more difficult for those on duty in the Diet Kitchen to cover the meal service, especially at night.

As a possible aid we are trying the experiment of giving the students one full day off per week instead of two half days. As the present plan is a 52^o week (8x5 / 6 x 2) and the proposed plan is a 48^o week (8 x 6) the additional 4 hours, total of 52, will be made up by counting class hours and (or) the half hour on duty previous to 7:00 a. m. Holiday time will continue on the present basis.

There are advantages, and disadvantages such as having a class on the day off and not being sure, as now, of half days on Sunday. But as this plan, if successful, will be in effect for only the period of duty in the Diet Kitchen, the disadvantages will be of short duration.

If any student has a special plan already made for a definite Sunday, I shall be glad to have her ask me to make some adjustment.

The new schedule will begin its trial period on Tuesday, June 18th.

J/A
6/12/40.

Sally Johnson, R. N.
Principal.

Vol. 40, Part 1, 1910.
No. 155.

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RELATIVE TO WEARING OF SOCKS AND STOCKINGS

When graduates and students are wearing civilian dresses, they may, if they wish, wear socks or go without stockings about the hospital - in libraries, corridors, dining rooms, and classrooms.

Visiting patients in street clothes is not common, but if for any reason an exception has been made, stockings are to be worn when patients are to be visited.

I wish to take this opportunity to thank that large majority of the student body who have abided by the former regulation when I know that they have been greatly tempted to do otherwise. It is this form of cooperation which is helpful in these trying times.

Sally Johnson
Sally Johnson
Principal

RELATIVE TO THE DISCHARGE OF RESPONSIBILITY

Of late, there have been too many instances where students have failed to discharge their responsibilities.

Will those - the number is always a small minority - who are failing in this way, please remedy this tendency.

Examples are:

Failure to get weighed on the day assigned.

Failure to pull bed clothing down over the footboard and onto a chair - or when there is not room for a chair, folding the clothes over the footboard in order that the entire bed may be aired.

Failure to see me promptly when requested to do so; or, more commonly, to make more than two attempts. If, after four attempts, you have not been able to locate me, report to the nursing school office.

Failure to sign for an overnight in both places requested: Miss Viden's office and the Nurses' residence.

Beginning 24 hours after the date of this notice, an "overnight" which is not signed for in advance in both office and residence will be considered as an absence without leave, which is a serious matter. Time for signing should be planned for in advance. If, at the last moment, you feel that you actually will lose a train by signing, then go, and upon arrival at your destination telephone or telegraph the nursing school office. Do not request some other person to sign for you. We shall be glad to take the responsibility for such signing in an emergency.

Sally Johnson

Sally Johnson, R.N.
Principal

Dec. 6, 1940

SJ:MA

THE HISTORY OF THE

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NOTICE

Request Relative to the Airing of Beds

After getting out of bed, will all residents of the nurses' dormitories form the habit of pulling the upper bedclothes well down over the foot of the bed and, when possible, over a chair placed at the foot of the bed, in order that the lower part of the bed may be aired. Do not pull the bedclothes out from under the foot of the mattress as we do not have sufficient personnel to remake the beds from the bottom up.

Several layers of the top clothing, sometimes plus a folded blanket, lying on the foot of the mattress create an unhygienic condition.

It may take several days to form this new habit, but by the end of the first week in October, it should be well established.

Sally James

NOTICE

I. Relative to Sweater Sleeves

I can quite understand why the long sleeves on sweaters must be pushed up when the wearer is working around patients. However, when the night nurses - or others - wear their sweaters outside of the ward, will they push the sleeves down. These pushed up sleeves do not add to the appearance.

II. Relative to Sterilizers that are Running Over Altogether too Often.

From this date will all nurses - both graduates and students in the Baker Memorial and the General Hospital please stay with the sterilizers while they are filling. If there is some very good reason for leaving the sterilizer, turn the water off before leaving. There have been too many stained ceilings, drenched piles of linen, and drenched equipment.

Dec. 6, 1940

SJ:MA

Sally Johnson
Sally Johnson, R.N.
Principal

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MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

CHANGE FROM MITRED CORNER TO SQUARE CORNERS ON THE LOWER SHEET

We are replacing the mitred corner on the lower sheet with square corners. That is, the lower sheet is to be secured by the use of a square corner, similar to the fold used to hold the bed blankets in place. With increasing use of elevated headrests, we believe that the square corner will hold the lower sheet firmer.

Graduate and student nurses are requested to observe this change in procedure beginning Monday, September 11.

9/7/39.

Sally Johnson
Sally Johnson, R. N.
Principal.

INVESTIGATION OF THE
FIRE AT THE
HOTEL

THE FOLLOWING IS A SUMMARY OF THE FACTS

On the evening of the 1st of August, 1911, the
Hotel was burning. The fire started in the
kitchen, where it was found by the fire
department. The fire spread rapidly and
the building was completely destroyed.
The cause of the fire was found to be
a gas stove which had been left on.
The fire was extinguished by the fire
department. The building was completely
destroyed. The cause of the fire was
found to be a gas stove which had been
left on.

REPORT
OF THE
FIRE
DEPARTMENT

1911

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

NOTICE RELATIVE TO USE OF ROOF

The gravel part of the roof of the Walcott House should not be used for chairs, benches, mattresses, or for more than minimum walking. Rough usage will produce leaks. Will you please help to keep furniture, occupied or unoccupied, off the gravel. The spaces covered by brick and wood are adequate for all of our needs.

In order that the roofs may be used by the maximum number of persons, without thought of disturbing others we ask the day and night nurse not to use them for their regular sleeping places.

Residents may wear bathing suits with shoulder straps or kerchief tops in place for sunning on the roofs and in the yard at Charles Street. This can be done without being conspicuous if good judgment is shown in determining where one stands in relation to the railing or where one suns in relation to metal screen on Thayer roof. Care must be taken when one realizes the nearness of the Baker to the Thayer.

The first sunning may bring sunburn before one realizes it. Past experience has taught us that the sunburn may be not only painful but severe enough to necessitate being off duty.

May I urge upon you extensive use of the roofs and of the yard at Charles Street when the days are good. It is my opinion that an hour on the roof will sometimes do more for us than going for a walk.

4/25/41.

Sally Johnson, R. N.
Principal.

RELATIVE TO HOUSEKEEPING OF ROOMS

1. Many of the rooms would be improved in appearance and as places in which to live if a large number of the "things" were removed. The less there is in the room, the easier it is to take care of.
2. In nearly all of the rooms I found the bed clothing pulled back but not far enough. It was doubled over the lower quarter of the bed, which is just the place which needs airing. Whenever possible, please put a chair at the foot of the bed and pull the clothing well back but not out from under the mattress.
3. Remove all possible suitcases, etc, from the floor. Many of the boxes on top of the closets appeared to be empty or nearly so. Wherever possible, will you double up the content and reduce the number of boxes.
4. Many of the tumblers holding tooth brushes and tooth paste need washing.

Signed: Sally Johnson, R.N.
Sally Johnson, R.N.
Superintendent of Nurses

4/25/41



Important

MASSACHUSETTS GENERAL HOSPITAL

MASSACHUSETTS EYE AND EAR INFIRMARY

DIM-OUT REGULATIONS

plus after sun down

1. Pull shades to three-quarters or full length when turning on lights in any room; patients, laboratories, utility rooms, homes.
2. Close the top blinds in Bulfinch, lower the Venetian blinds in White Building three-quarters. In north east and east wings of the White Building lower blinds completely as before.
3. 3 and 3 A - lower to three-quarters Venetian blinds in Solaria and blackout curtains in Central Supply Room.
4. Do not use Solaria at night on ward floors.
5. Wherever possible all movable lights must be at least 4 feet from window, reflectors directed downward. If curtains are pulled full length, or if in Bulfinch the blinds are closed or partially closed as to shut off the light, and if the light reflectors are pointed downward, lights may be used at patients' bedsides.
6. Operating rooms in Baker and Phillips House use blackout curtains.

NOTE: While regulations state that curtains need not be lowered more than three-quarters and thus permit ventilation, it will probably be much easier to lower the curtains full length when it is not necessary to keep windows open.

GFH:GD

N. W. Faxon
N. W. Faxon, M. D.
Director

11/28/42

RELATIVE TO THE WEARING OF SILK, SHARKSKIN, OTHER RAYON PRODUCTS, AND WOOL
WHEN ETHER OR SIMILAR ANESTHETICS ARE BEING GIVEN
OR
HAVE RECENTLY BEEN GIVEN

A notice was recently posted relative to the wearing of sharkskin or other rayon uniforms. This notice stated that such uniforms could be worn in this hospital with the exception of in the operating room. This exception was made because of the danger of the presence of static electricity where there are combustible gases.

Further inquiry has shown that these uniforms should not be worn in any place where ether or similar anesthetics are being given or have recently been given. Such uniforms should also not be worn by nurses who go to the operating room for the purpose of chaperoning patients or by nurses who are specializing patients out of ether or similar anesthetics.

The above also applies to silk and to wool. Woolen uniforms are improbable, but sweaters and capes are woolen.

Therefore, this ruling is rewritten to make it plain that uniforms, sweaters, and capes of rayon, sharkskin, silk, and wool are not to be worn in the operating suites or while specializing patients out of ether or similar anesthetics. This applies to such care of patients who are in rooms and wards as well as to those who are in the recovery and etherizing rooms of the operating suites. Whenever possible, another uniform should be provided in advance for this purpose. When this is not possible, these debarred uniforms should be replaced with an etherizing or operating-room gown.

When there is any doubt as to the interpretation of this regulation or if this ruling does not seem to fit a situation, the supervisor should be consulted.

July 20, 1940

Signed: Sally Jensen

in this hospital with the exception of infinite operating room. This policy
tion was made because of the danger of the presence of electric electricity
where there are combustible gases.

Further inquiry has shown that these uniforms should not be worn in
any place where ether or similar anesthetics are being given or have re-
cently been given. This uniform should also not be worn by nurses who go
to the operating room for the purpose of changing patients or by nurses
who are operating patients out of ether or similar anesthetics.

The above also applies to silk and to wool. Woolen uniforms are in-
probable, but sweaters and capes are woolen.

Therefore, this ruling is rewritten to make it plain that uniforms,
sweaters, and capes of rayon, tankskin, silk and wool are not to be worn
in the operating suites or while operating patients out of ether or simi-
lar anesthetics. This applies to each corner of patients who are in rooms
and yards as well as to those who are in the recovery and sterilizing rooms
of the operating suites. Whenever possible, another uniform should be pro-
vided in advance for this purpose. When this is not possible, these depart-
ments should be equipped with an additional or operating-room gown.
Then there is any doubt as to the interpretation of this regulation or
if this ruling does not seem to fit a situation, the supervisor should be
consulted.

Stated: July 30, 1940

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

N O T I C E

Because of a recent governmental order curtailing the supply of razors and blades for civilian use, razors and razor blades may be obtained from the apothecary on an exchange basis only.

Each ward is to keep in the utility room a glass jar into which used blades are deposited. The head nurse is to issue new blades as they are needed and when her supply has to be replenished, she is to send the jar to the apothecary in the medicine basket and will order (in units of 5) only the same number of blades as she sends to the apothecary. All jars will have to be labeled with the name of the ward, and each ward will have to have a second jar to be put into use while one is at the apothecary. The apothecary will return the empty jar in the medicine basket.

The following table lists the razor blade allowance for each ward:

White 5 - 11 Inclusive	25 blades
" 3	15 regular blades plus 5 Durham Duplex blades
" 12	10 blades
Bulfinch Wards, G & I	10 blades
Pediatric 10 - 12	10 blades

All new and used blades in excess of that number are to be returned to the apothecary on Tuesday morning, June 2. If there is not that number on hand, they may be ordered at that time.

6/1/42.

Sally Johnson,
E. L.

Massachusetts General Hospital
Nursing Office

July 29, 1941

Because of the shortage of metal we have been asked to save all pieces of metal heretofore discarded on the wards. This will include such things as metallic covers over milk bottle tops, wire around milk bottles, caps from soft drinks, tin foil, etc. A bag will be placed in the kitchen to receive these. If soiled with food, please rinse before placing in the bag.

Any discarded metal which has been sent from the apothecary such as empty lubricant tubes should be placed in the apothecary basket for return.

This is a small thing to do but will mean a great deal to the hospital during this period when metals are high and difficult to secure.

Sally Johnson, R.N.
Principal.

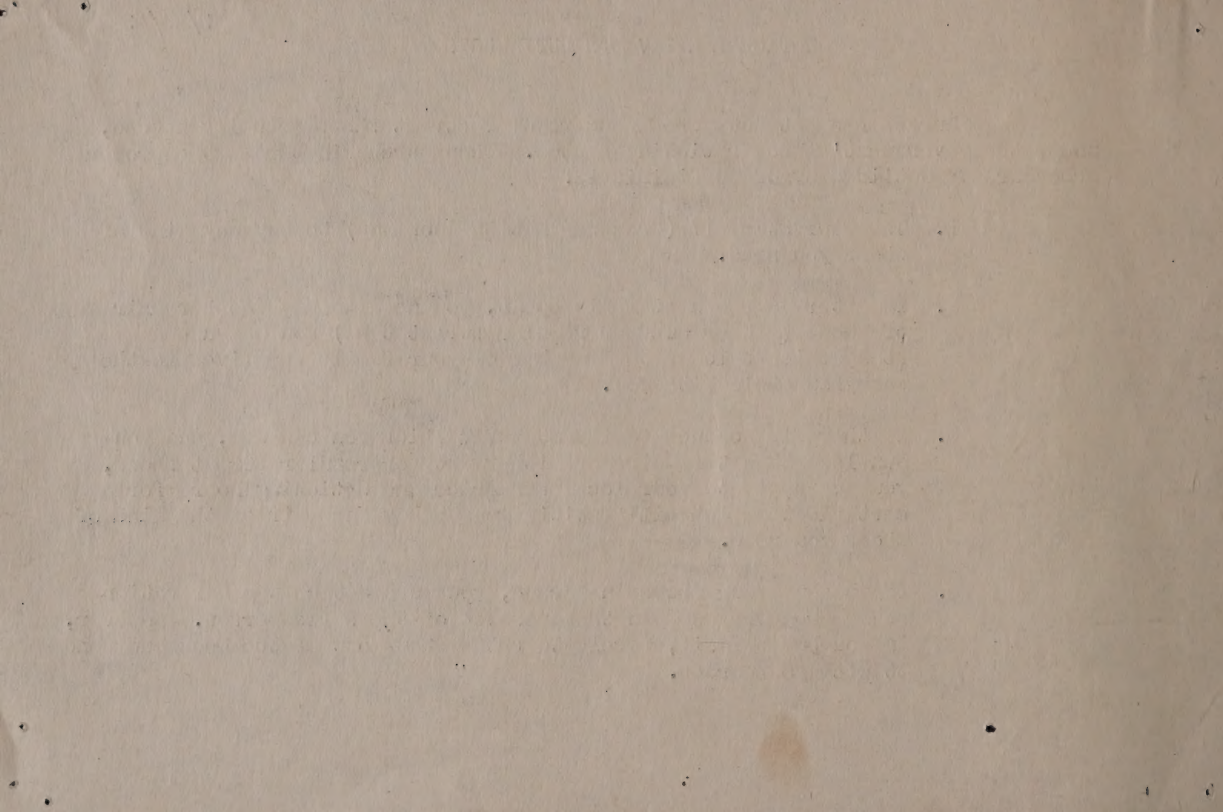
3/23/43

NOTICE RELATIVE TO DUTY SHOES

Nurses can get duty shoes and regular street shoes actually needed, under the government's shoe rationing system. When purchasing shoes the proper procedure as outlined by OPA officials is:

1. Use your Stamp 17 (from War Ration Book One) to buy any kind of shoes you need.
2. If after your own stamp is spent, you need to buy another pair of shoes (either duty or regular street type) you may use a stamp which belongs to a member of your family who lives in the same household with you.
3. If there is no such family Stamp 17 which you can use, and you own less than two pairs of either duty or regular street shoes, you may apply to your local War Price and Rationing Board for a certificate which will entitle you to buy one pair of the kind of shoes you need.
4. If you buy your shoes in person, you must detach the War ration stamp from the book in the presence of the sales person. However, if you buy by mail, merely tear the stamp out of the book and send it with your order.

Sally Johnson



MASSACHUSETTS GENERAL HOSPITAL

SCHOOL OF NURSING

In the event of an air raid or catastrophe, not known to be a practice drill, all graduates living away from the hospital are asked to call the hospital to see if they should return for duty. If the hospital can not be reached by telephone, the graduates are asked to come to the hospital as soon as the all clear signal is sounded. The nurses on duty in the operating room are to go there directly, those on duty in the Out-Patient Department are to go there directly; all others are to report to the Nursing Office for assignment.

July 25, 1942

Sally Johnson
Superintendent of Nurses

MASSACHUSETTS HOSPITAL ASSOCIATION

INFORMATION SERVICE

Bulletin No. 31

April 13, 1943

Following is a letter from John M. Deely, State Rationing Officer to Dr. Charles F. Wilinsky regarding shoe rationing.

Dear Dr. Wilinsky:

This will confirm your telephone conversation with the writer concerning the eligibility of nurses to obtain "extra" shoes in addition to those which they may buy with their No. 17 coupon and the method by which these shoes may be acquired.

Persons who are required to wear a special work or occupational pair of shoes are entitled to own at all times two pairs of such work or occupational shoes that are wearable or repairable. This applies to persons such as, nurses, dietitians, etc. who may be on duty either in a hospital or an institution, or even in a private home. The Shoe Ration Order provides that these occupational shoes may be owned in addition to two pairs of wearable or repairable general wear shoes.

The procedure for obtaining "extra" shoes for occupational purposes is as follows; if a person has used her No. 17 coupon and has no No. 17 coupon available from a member of her family she may apply to her local Board for a certificate to purchase occupational shoes; her application will include a statement that she has fewer than two pairs of shoes of the kind desired; that she has spent her No. 17 coupon and she has no others available in her family; that her employer does not supply her with the kind of shoes desired; and that she does not want these shoes for sports wear or to improve her personal appearance. When her application is approved the Board will issue a Shoe Purchase Certificate for the number of pairs of shoes allowed. This will be for either one or two pair as the case may warrant. This certificate is then presented to the dealer when the shoes are purchased. In the case where an individual has spent her No. 17 coupon for her occupational shoes she then goes to her Board to establish eligibility for her general wear shoes.

I trust that the above will explain the matter satisfactorily, but if there is any further information that you desire please feel free to call upon this office again.

Yours very truly

John M. Deely
State Rationing Officer

INFORMATION SERVICE

Oliver G. Pratt
Gerhard Hartman
Rev. Donald McGowan
Warren F. Cook, Chairman

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE RELATIVE TO POLICE PROTECTION

Any major annoyance to our personnel from men or boys which occurs in this vicinity is reported to the police by the administration.

The members of the Police Department have given this hospital good service. They now ask that the various occupants of the various residences draw the shades well down when the lights are on.

When the weather is cool, this is no hardship. In some instances considerable light comes into the rooms from the street lights. Therefore, on hot nights the room lights can sometimes be turned off without making the rooms too dark for many activities.

Because there are so few buildings opposite the dormitories, we are inclined to think there are no vantage places for onlookers but the vacant places provide just such vantage places.

J/A
3/20/40.

Sally Johnson, R. N.
Principal.

RELATIVE TO THE EVENING DUTY NURSES'

USE OF THE SMOKING ROOM IN THE THAYER

Beginning Wednesday night, July 14, we shall begin a trial period of unlocking the smoking room door from 11:10 to 11:50 to provide a suitable place for the nurses on evening duty to smoke after they come from the wards.

It is obvious that this time is not a suitable one for playing the radio or for any but the quietest kind of conversation. Although the evening matron may ask a student to unlock this room, she may have to leave her usual post to lock it. Please do not "rattle the door" at her empty chair when you wish to get in from the outside. She will return in a minute.

I am again stating that the smoking regulations were made by the Board of Trustees because of the fire hazard of smoking in Thayer. They regulated that there shall be no smoking on the roof. Although the floor appears to be fire proof, the brick walls are not. As there are no ash trays or ash boxes provided, if one smokes up there, there is a temptation to throw the ashes and cigarette butts over the wall. The roof is also too far away for actual or casual supervision. A blowing curtain in another residence was once set afire from this cause. It was because of the accessibility for supervision that the present smoking rule was designated.

I am sure that the students will read between the lines that we shall be very rigid in the enforcement of the regulation relative to smoking in rooms.

Sally Johnson

Sally Johnson
Principal, School of Nursing

July 12, 1945

RELATIVE TO THE USE OF THE KITCHEN,
THE IRON, AND THE CIGARETTE-STUB ASH PAILS

It is a nuisance to have to obtain a key to unlock the service rooms when you wish to use them. But we may be forced to lock the kitchen unless the users remember to turn off the gas, especially in the oven, when they are through using the stove, and remember to return the iron. Failure to do so creates a fire hazard.

In nearly every instance a user has left the gas on at the request of someone else who never appeared. This practice is not safe unless the next user is in the kitchen to assume the responsibility.

There is a similar situation in the laundry. In nearly every instance where we have traced down the person who used the iron last, it had been left on at the request of someone else who never appeared.

We dislike to make requests which are restrictions. But responsibility must be taken for the care of life and property.

Last night there was a blaze in the cigarette-stub pail because a lighted stub set fire to paper which had been thrown into the pail. Fortunately there was someone available to put out the blaze. No paper should be thrown into these pails.

September 16, 1943

Sally Johnson
Sally Johnson

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1 Sheet of drawing

